**Trustee Recruitment Pack**

**May 2024**

**Thank you for considering bringing your skills and experience to strengthen the work of the Human Rights Consortium Scotland, to defend human rights for all in Scotland. We are a small organisation, but our impact and reach is significant and growing! We want to be an effective, highly valued, and sustainable network for human rights in Scotland. Our Board plays a crucial role in making this happen. There is plenty of information below, but if you are interested in joining the Board, we would also love to chat to you about what it involves – just get in touch to arrange a chat with on our of existing board members using the contact details found at the bottom of this document.**

**About us**

The Human Rights Consortium Scotland is the civil society network working for human rights to be protected, defended, and realised in Scotland.

With over 210 network member organisations from across civil society, we work together in all sorts of ways, such as by sharing information and insights, projects or research on specific issues, and around influencing policy and law.

We work towards two strategic outcomes:

Outcome 1: A strong, collective civil society voice to defend and promote human rights in Scotland.

Outcome 2: Civil society has what it needs in order to defend and promote human rights in Scotland.

**The Consortium is at an exciting point in its development, sharply increasing in activity, reputation, and impact.**

Human rights in Scotland and the UK are also at an important point, with increased interest and understanding of human rights, whilst many live without realisation of their rights on a daily basis. There are both threats to human rights legal protections, and opportunities to make human rights law in Scotland stronger and more effective.

We therefore want to increase and strengthen the Consortium’s Board to respond to, and navigate, the challenges and opportunities that we face.

Previously ‘incubated’ by Amnesty International, the Consortium became a standalone 1-Tier SCIO in July 2020. Now, we are excited that over coming months, we will develop as a charity to be a 2-Tier SCIO where our member organisations elect our Board.

With five staff members, and many more volunteers and supporters, the Consortium carries out research, influencing, writes reports and articles, holds events and meetings to inform and influence, works with the media – whatever it takes to see Scottish civil society play its full role in advocating for human rights protected, respected and fulfilled in Scotland.

**We are looking for new trustees**

We are looking for up to 5 new trustees who will help us shape the organisation to be human rights-based, with excellent governance and strategic priorities.

At this stage of the Consortium’s development, we are particularly looking for people with expertise around:

* Charity finance
* Existing experience of serving on a board
* Fundraising

In particular, we are looking for a Board Member to serve as HRCS Treasurer.

**More than anything, we are looking for thoughtful, positive, and enthusiastic people who are committed to human rights, and to the Consortium thriving and fulfilling its purpose to the full.**

In Autumn 2025, HRCS plans to hold its first Board elections as a 2 Tier SCIO – therefore, we are looking for trustees to serve for approximately 1 year, until those elections are held. After that, board members will have the option to stand for election or be co-opted on with the board’s agreement.

*"Contributing as director on the HRCS Board has been an immensely rewarding experience.  
  
"The dedication and enthusiasm of our team are truly remarkable, and it's an honour to support such a dynamic and impactful organisation. Being a director is not only a fantastic opportunity to contribute but also to learn and share good practices among fellow directors. Together, we are driving positive change and making a real difference across Scotland. I am proud to be part of this journey and excited for the future accomplishments we will achieve together!"*

Testimonial from current Consortium Board Member

**Equality, Inclusion and Diversity**

**Equality is a human rights issue**

As a human rights organisation, we believe in making equality a reality for everyone. We work to defend human rights of everyone, including those who most often experience violations of their human rights.

We strongly encourage applications from people with experience of having to defend their human rights.

**About the Consortium**

**The way we work**

**We include and empower the many civil society voices on human rights.** Our aim is not to be the sole civil society voice on human rights in Scotland. Instead, we enable the many smaller and more unexpected advocates organisations to advocate effectively for human rights.

**We seek to build a strong and supportive human rights community.** We facilitate organisations to share information, expertise, and support, breaking down silos and isolation.

**We focus on cross-human rights concerns.** There are many excellent organisations who focus on particular aspects of human rights such as women’s rights, or refugee rights - the Consortium is a unique network that works across all human rights in Scotland.

**We always work in partnership, including across the UK.**

**Our commitment to human rights is evidenced by what we do, but also how we do it.** We continually seek to embed learning on how to better include and advocate for marginalised and minority groups in Scotland. In particular, we are always learning around how to embed an intersectional approach, and how to be anti-racist in and through our work.

**What does being a Consortium Trustee involve?**

Members of the Board are Trustees of the charity.

Board meetings take place around four times a year, they generally last around two hours. There is also usually a board planning/development day in addition to the quarterly meetings.

Most of these meetings are online, but around once per year we will also have an in-person meeting. However, at the in-person meetings, the option to join online will always be available for those who prefer this.

Agendas for Board meetings tend to include things like reviewing and asking questions about the Consortium’s finance reports, reviewing strategic objectives, discussing how to manage risk, and agreeing organisational policies.

**Strategy**

* Ensure our activities deliver our stated charitable purpose.
* Ensure we have a clear and sustainable vision and strategy
* Ensure our activities keep to our values and constitution, and work towards our strategic outcomes

**Regulation, compliance and risk**

* Ensure we meet our regulatory and legal requirements.
* Ensure we manage risks to the organisation through effective and proportionate risk management and regular discussion.

**Financial**

* Ensure we have good financial and management controls in place.
* Approve our annual budget and accounts, helping to plan for the future.

**Accountability**

* Act in the interest of Human Rights Consortium Scotland with due care and diligence.
* Hold the senior management of Human Rights Consortium Scotland to account for the organisations’ performance, supporting and guiding as appropriate.

**Finance Trustee (Treasurer Role)**

If you join us as a specialist finance trustee you will also,

* + Review management accounts and cash flow reports.
  + Scrutinise budgets and forecasts, helping to inform the board decision making.
  + Liaise with the director about extraordinary spending needs, ensuring affordability.
  + *Meet with our auditors to help finalise our annual accounts.*

**What skills and experience do I need?**

We are looking for people to join our Board who have:

* Skills in working as part of a team
* Skills in developing and overseeing strategy
* Skills in building positive relationships with other people
* A commitment to working collaboratively to achieve shared goals

These are the essential things we’re looking for.

Ideally, we are also looking for people with experience in one or more of the following areas:

* Experience of financial planning and management
* Experience of serving on a Board before
* Experience of fundraising

Reference: OSCR – [Guide for Charity Trustees OSCR](https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees)

**Thinking of applying?**

We strongly welcome applications from people from all different backgrounds and identities.

We will provide any particular types of support that Board members might need, such as BSL, transcription, pre-meeting conversations about the papers etc. If it would be helpful to chat about support available before you apply, please get in touch. Otherwise, we’ll ask you to let us know any support needs if your application is successful.

Please complete our [**application form**](https://hrcscotland.org/wp-content/uploads/2024/05/HRCS-Board-application-form-2024.docx) and [**equality monitoring form**](https://hrcscotland.org/wp-content/uploads/2024/05/Equalities-Monitoring-Form-2024.docx) if you would like to join our Board. Applications are open until **5pm on Friday 14th June.**

After this closing date, the current Board will shortlist the applications. Interviews will be held on Zoom and arranged at a suitable time for both the candidate and the current Chair of our board.

If you would like to chat about the role and find out more, you can contact Ruari Macneil at [ruari@hrcscotland.org.uk](mailto:ruari@hrcscotland.org.uk).

If you would like this information in a different format or have questions about applying, please contact Ruari on 07528722549. We will be happy to arrange a conversation with a current Trustee if you would like to understand more about the role.

